

# ~~CONFIDENTIAL~~

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training  
 THROUGH: Deputy Director of Training  
 FROM : Registrar/TR

DATE: 5 March 1959

SUBJECT: Weekly Activity Report No. 9  
 25 February 1959 - 3 March 1959

### I. SIGNIFICANT ITEMS:

None

### II. OTHER ITEMS:

1. I received information this week from Edward Van Ness, Director of the University of Chicago Summer Institute of Executive Development for Federal Administrators. Although brochures will not be available for several weeks yet, Van Ness gave me enough information on dates and topics so that I could transmit this needed information to [redacted] 25X1

[redacted] The two-week programs will begin on June 29 (Decision Making), July 13 (Organization Structure), August 3 (Communication), and August 17 (Human Relations).

(6-3)

2. On 24 February 1959, an ODCSO-sponsored lecture was given in the Pentagon by Professor Sharabi, of Georgetown, on the significance of the many seizures of governmental authority by military persons in the Middle and Far East. RS/TR assured itself of the qualifications of the lecturer, and notified TLO/NEA [redacted] only, because the invitation reached RS/TR just three hours prior to the announced time. Two NEA men attended, and later reported that a tape-recording of the lecture would be most useful to them in their work.

[redacted] through contact in the Pentagon, located the tape-recording, had it duplicated by OTR facilities and delivered to TLO/NEA, and returned the original the next day to the Pentagon shop, along with a requested duplicate recording. Our thanks to [redacted] for his knowledge of Prof. Sharabi's competences, and to [redacted] for tape assistance.

3. The invitation to attend the 1959 McKinsey Foundation Lectures has been received. [redacted] had expressed interest in this program last year. The lecture series will be given by Roger M. Blough, Chairman of the Board, U. S. Steel Corporation on the afternoons of April 1, 15 and 22. The general subject is "The Corporate Key to a Greater Society". 25X1

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25 YEAR RE-REVIEW

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4. [ ] met here Wednesday to acquaint themselves with RS data bearing on IOC scheduling. It was agreed that U/IS would make a report, with specific recommendations, to DTR. Based on past enrollments and accession estimates, we are approaching the point where consecutive monthly offerings are unnecessary. The key problem is in selecting those to be announced so that all gears mesh, for so many courses are scheduled in relation to the IOC and faculties as well as facilities are affected.

5. The Information Branch was chiefly engaged in final editing and typing copy for the March-April Bulletin.

6. 107 language award forms were cleared during the week, 44 getting authorizations for a total of \$5,650. In addition to the 107, we also have on hand 144 others.

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7. The Non-Resident Instruction Department of the Army Security Agency has announced in its February newsletter the availability within a few weeks of a sub-course covering some parts of ELINT.

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8. [ ] has been shepherding the Training Officer Orientation course, which lasts three days (3, 4, 5 March), through the Office of Training. This course, fourth of a series which will continue for some time, includes these participants charged with Training Liaison Officer responsibilities: [ ] of the Photo Intelligence Center; [ ] of EE Division; [ ] of the Medical Staff; [ ] of the Office of the DD/S. The collaboration and hearty support given by the Chiefs and staffs of the respective Schools of OTR have been invaluable in the conduct of the course, and of clearly apparent benefit to the students. This course has taken hold to the point where Joe [ ] CI Staff, has asked to attend and [ ] SR, and [ ] IO, are "considering".

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9. [ ] was active in a different way for the Registrar Staff on 26 February, when he joined in a meeting between Marie [ ] of the Registration Section, and Mr. [ ] of the Civil Service Commission. The last named was routinely investigating the loyalty and moral character of [ ] late of the Registration Section.

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25X1 10. Part time [ ] language training was begun on  
3 March 1959, for three TSS employees at SAIS. This training  
of six hours per week will run for approximately 13 weeks.  
25X1 The rate charged by SAIS is \$7.50 per hour for the three em-  
ployees, which is about 1/3 the cost that would be incurred  
if the training was conducted at Sanz or Berlitz. We have  
recently received a part time [ ] requirement from FE  
Division, which we are attempting to work out with this group  
at SAIS.

25X1 11. [ ] has established a procedure with OSI  
25X1 for the handling of [ ] Clearance requests for Senior Officer  
College candidates. In the future, the initial request for  
the [ ] Clearance will be originated by this Office. In this  
manner, OSI will have a central contact point and OTR will be  
in a position of knowing the exact status of such requests.

12. Two spaces have been reserved for Office of Security  
personnel in the Industrial Security Course to be conducted  
at Fort Holabird, Maryland, in April.

13. Our students at the current session of the Harvard  
Advanced Management Program will be free from noon, 20 March  
until 0845, 25 March. A similar arrangement occurs from 17  
April until 22 April. DTR may wish this information for his  
calendar.

14. During the week 25 February - 3 March 1959, there  
were 1,075 persons enrolled in OTR conducted training. The  
breakdown for enrollment is as follows:

318 enrolled in 58 classes (15 languages) voluntary  
211 enrolled in 35 classes (14 languages) during hours  
306 enrolled in 13 Intelligence School courses  
100 enrolled in 5 Operations School courses  
91 enrolled in 2 SIC courses  
32 enrolled in 3 area courses  
11 Dependents  
6 from other Government agencies